



**AUDITOR ACCOUNTANT TRAINEE  
NEW JERSEY DEPARTMENT OF THE TREASURY  
OFFICE OF MANAGEMENT AND BUDGET  
ACCOUNTING BUREAU**

The New Jersey Department of the Treasury's, Office of Management and Budget seeks an Auditor Accountant Trainee to work in the Accounting Bureau. This entry level professional position will be responsible for several functions within the New Jersey Comprehensive Financial System (NJCFS), which is the State's accounting system. The qualified candidate will assist in maintaining the system, correcting salary charges, processing wire disbursement payment vouchers, and entering and approving budgetary transactions requested by State agencies and the Budget Unit in the Office of Management and Budget.

Starting salary is \$41,230.15, with an increase to \$43,094.21 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credit in professional accounting courses which may include courses in municipal or government accounting. **(APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) INDICATING PROOF OF ACCOUNTING CREDITS).**

**NOTE:** Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

**NOTE FOR FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

**RESIDENCY REQUIREMENT:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/njfirst/NJFirstMenu.html>.

If you are qualified and interested in this position, please send your cover letter, resume, transcripts (official or unofficial) and job application **via email only**, no later than February 9, 2017 to:

**NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "AAT – Acct. Bureau" in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>.

***New Jersey is an Equal Opportunity Employer***